



## FOOD SERVICE DISH ROOM ASSISTANT

**SALARY GRADE:** [C3-10](#)

**DEFINITION:**

Under the direction of an assigned administrator, performs food service work related to dishwashing and cleaning food service equipment.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

**General Responsibilities**

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Communicates effectively orally, in writing, and electronically.
7. Performs other related duties as assigned.

**Job Responsibilities**

1. Pick up dishes, pots, pans and utensils from food service/kitchen area.
2. Wash, scrub and clean dishes, pots, pans and utensils.
3. Operate power dishwashing equipment, including adjusting temperature controls and adding proper amounts of cleaning solution/sanitizer.
4. Place clean dishes, pots, pans, utensils and other cooking equipment in food service storage areas.
5. Clean and sanitize dishwashing equipment.
6. Assist in keeping dish room and food service area clean and neat; clean kitchen surfaces and equipment.
7. Assist in restocking beverages and snacks.
8. Perform related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Operating a commercial dishwasher and other food service cleaning equipment.
2. Cleaning methods.
3. Campus Center service procedures.
4. Safety and sanitation principles as they relate to food service and kitchen maintenance.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Lift and carry boxes and supplies.
3. Understand and carry out oral and written instructions.
4. Observe safety requirements and safe work practices and methods as required.
5. Establish and maintain cooperative work relationships.
6. Work independently and under minimal supervision.

**Education**

Equivalent to completion of the twelfth grade.

**Experience**

One year experience in food services.

**License or Certification**

Possession of a valid class C California driver's license.

**WORKING CONDITIONS:****Environment:**

1. Indoor kitchen/cooking environment; temperature can be hot or cold.
2. Cafeteria-style environment; noise level is moderate to loud.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Lift moderate to heavy objects up to 60 lbs.

Date Approved: March 1, 2011